

GENERAL POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC SERVICE
TRANSPORTATION DIVISION
CITY OF COLUMBUS, OHIO

SUBJECT: Traffic Signal Maintenance Contracts

EFFECTIVE DATE: December 29, 2003

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BY: RJB

I. Applicability.

This policy shall apply to:

- A. Property owners who propose a signalized private entrance with a public street in the city of Columbus;
- B. Property owners or agency whose driveway(s) and/or private street(s) align with a signalized intersection in the city of Columbus;
- C. Governmental subdivisions whose public street(s) align with a signalized intersection in the city of Columbus;
- D. Public agencies desiring to contract with the City of Columbus for operation and/or of traffic signals within their jurisdiction.
- E. Existing Signalized intersections annexed into the city of Columbus.

II. Effective Date.

This policy shall be effective December 29, 2003, and shall supercede all previous administrative policies pertaining to Traffic Signal Maintenance Contracts.

III. Terms.

- A. Those entities enumerated above shall enter into a contract with the City of Columbus. Said contract shall commit the owner/agent or governmental agency to fund all or part of the cost to operate, maintain, repair and upgrade that signal according to Section IV of this policy. Such obligation shall be made for as long as that the signal operation is warranted as defined in the Traffic Code of the City of Columbus and the Ohio Manual of Uniform Traffic Control Devices.
- B. In the case of a proposed new or the upgrade of an existing traffic signal, the traffic signal contract shall be signed by the owner/agent or governmental agency prior to the approval of the traffic signal construction plans.

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- C. The contract shall be transferable with the sale, transfer or conveyance of ownership or lease of the property served by the traffic signal.
- D. The City of Columbus shall not enter into more than one contract per intersection driveway or private street.
- E. The City of Columbus agrees to operate, maintain, repair and upgrade the traffic signal for as long as the traffic signal is warranted and as long as the responsible shares are paid.
- F. The City of Columbus may conduct warrant analysis from time to time. All warrant analyses shall be conducted according to the Ohio Manual of Uniform Traffic Control Devices. If a traffic signal does not meet warrants, the City Traffic Engineer will forward a recommendation and basis for the removal of the traffic signal to the Transportation and Pedestrian Commission. The contracting party(ies) shall be notified in writing prior to submitting the recommendation to the Transportation and Pedestrian Commission. After hearing the advice of the Commission, the City may remove the signal and terminate the contract.

IV. Responsible Share.

- A. The percentage of costs for the operation, maintenance, repair, upgrade and electricity for the traffic signal allocated to the owner/agent or governmental agency shall be based on the impact of their driveway or private street on the warranting of the traffic signal.
- B. The percentage of responsibility to the owner/agent or governmental agency shall be assigned as follows:
 - 1. one hundred percent (100%) – locations where the owner of the private drive or street has the only approach to the public street, e.g., the intersection is T-intersection;
 - 2. seventy-five percent (75%) – locations where the intersection has a public street approach, but only the

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- driveway, private street or public street from another governmental subdivision warrants the traffic signal;
3. fifty percent (50%) – locations where both the driveway, private street or public street from another governmental subdivision and the public street approach within the city of Columbus warrants the traffic signal;
 4. twenty-five percent (25%) – locations where the driveway, private street or public street from another governmental subdivision does not warrant the traffic signal (signal is warranted by the traffic on the other approach as described in provision III B. above).
- C. If the City of Columbus has a contract with an owner/agent at an signalized intersection and another private road is built to access the same intersection, the City will assess the responsibility of the new owner/agent and reassess the original owner/agent according to the above provisions.

V. Annexed Traffic Signal Installations.

- A. Should a traffic signal that serves a private driveway, private street or public street in another political subdivision be annexed into the city of Columbus, the City Traffic Engineer shall conduct a warrant analysis to determine whether the traffic signal is warranted.
- B. If the signal is warranted, the owners/agents or governmental agency shall enter into a maintenance agreement according to the requirements of this policy.
- C. If the signal is not warranted, the City Traffic Engineer shall recommend the removal of the signal according to Section II above.

VI. Electricity Cost.

The property owner/agent or government agency shall be contractually responsible for their share (as determined in

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Section III above) of the actual electric cost to operate the traffic signal.

VII. Maintenance Fee Calculation.

A. The City of Columbus will assess an annual maintenance fee intended to cover the routine maintenance activities at the signal installation. This fee is not intended to cover

1. installation of the traffic signal
2. extraordinary maintenance activities, e.g., re-installation of in-pavement detectors, damage to underground facilities by excavation, accident damage to major intersection components like traffic signal control cabinets
3. upgrades to the signal operation

These activities will be funded by direct billing in the appropriate percentage of responsibility (as determined in Section III above) and identified in the contract with the City of Columbus.

B. At the inception of this policy, the calculation of the annual maintenance fee for a traffic signal shall be the sum (rounded to the nearest fifty dollars) of

- the product of the travel distance from the Transportation Division signal maintenance facility to the traffic signal location times \$35.00;
- the product of the travel time in minutes from the signal maintenance facility to the traffic signal location times \$21.67; and
- \$600.00.

C. The property owner/agent or government agency shall be contractually responsible for their share (as determined in Section III above) of the annual maintenance fee cost of the traffic signal.

D. The maintenance fee calculation will be analyzed and adjusted each year on June 30 to reflect the City current cost of

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providing the maintenance. The maintenance fee current at the time that the contract is signed will apply for a period of ten years.

- E. At end of each ten-year period following the contract execution, the rates for existing agreements shall be automatically changed to the rate current.

VIII. Invoicing.

The City of Columbus agrees to submit to the owner/agent or governmental agency itemized bills for the maintenance fee, electric cost, materials, labor and equipment used in the operation, maintenance, repair and upgrade of the traffic signal in the first quarter of each year. The amount invoiced for electric cost will be for the previous year's electric use and the maintenance fee invoice will be for the current year's cost. Invoicing for repairs and upgrades will be sent as those services are performed.

IX. Revision History.

Original policy document published December 13, 2003.